



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND  
1777 HARDEE AVENUE SW  
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO  
ATTENTION OF

AFLG-PR

10 July 2000

MEMORANDUM FOR ALL FORSCOM DOCS

SUBJECT: Contracting Information Letter (CIL) 00-33, Guideline for Certifying Officials

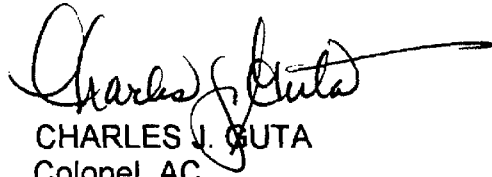
1. Enclosed is the current "Guideline for Certifying Officials" manual. This guideline explains the standards and procedures required for certification of the Army Acquisition Workforce (AAW).
2. Each member of the AAW is strongly encouraged to review their Acquisition Career Record Brief (ACRB). In particular, the certification level shown in Section X (Certifications/Licenses) is often incorrect. ACRBs can be reviewed by going on-line to: <https://rda.rdaisa.army.mil/acrb/>. If the ACRB is not correct or current, print a hard copy, make the necessary corrections/updates in pen, provide proof of the changes by providing copies of diplomas, certificates, SF50, etc., sign in the lower left hand corner, and send the original and documentation to the FORSCOM PARC along with a cover letter explaining the changes. The PARC will review and, if appropriate, certify the ACRB and forward to the proper AWSS for processing. The ACRB with the original signatures will be returned.
3. All members of the AAW were required to have an approved automated Individual Development Plan (IDP) submitted NLT 30 June 1999. **Anyone who has not done so must complete their IDP ASAP!** The web site for locating your IDP is: <https://rda.rdaisa.army.mil/idp/idpprod/newidpstart.htm>. Supervisors should enter Continuous Learning Points (CLPs) for each AAW member on the IDP NLT 29 September 2000. It appears that FORSCOM presently has more IDPs than AAW members. This is probably due to individuals leaving an installation and their IDP not being deleted. Supervisors are requested to conduct a thorough review to ensure all IDPs are current.
4. FORSCOM, as well as other commands, are allotted Defense Acquisition University (DAU) quotas based on what is shown on IDPs. If IDPs are not submitted and courses

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not shown, our allocations will decrease. Each member of the AAW must make a conscientious effort to project their future training needs on their IDP.

Encl  
as

A handwritten signature in black ink, appearing to read "Charles J. Guta", with a long horizontal flourish extending to the right.

CHARLES J. GUTA  
Colonel, AC  
Chief, Contracting Division, DCSLOG  
Principal Assistant Responsible  
for Contracting

# **GUIDELINE FOR CERTIFYING OFFICIALS**



## **ACQUISITION CAREER FIELD CERTIFICATION**

As of May 2000

## **GUIDELINE FOR CERTIFYING OFFICIALS**

(May 2000)

### **CERTIFICATION DEFINITION:**

Certification is the process for determining that an individual meets the mandatory standards established for Acquisition Career Levels (ACL) I, II and III in an acquisition career field (ACF). A certification standard is established for each ACF and each ACL. Certification is accomplished when a Certifying Official confirms by signature that an individual meets all the mandatory education, training and experience standards established for an ACF and ACL.

**CERTIFICATION DOCUMENTS:** Certification accomplishments are documented on one of three forms, depending on the employment status of the individual requesting certification.

- a. Civilians and Army National Guard: Acquisition Career Record Brief (ACRB).
- b. Active Duty Military: Officer Record Brief (ORB).
- c. Army Reserve: Army Reserve Acquisition Corps Management Information System (ARACMIS).

### **CERTIFICATION REFERENCES:**

- a. DoD 5000-52-M, "Career Development Program for Acquisition Personnel," November 1995, specifies the requirements for certification.
- b. Appendix C of the Defense Acquisition University (DAU) Catalog provides a Certification Standards Checklist for ACLs I, II and III for each of the ACFs. All mandatory standards for education, experience and training must be met by the individual seeking certification.

**CERTIFICATION REVIEW:** When reviewing the ACRB and ORB, concentrate on the four following sections:

- a. **Section X, Certifications/Licenses(ACRB); Remarks (ORB):** Pen and ink change by the Requesting Individual indicates the certification Level and ACF being sought.

b. **Section VI, Acquisition/Leadership Training (ACRB); Military Education (ORB)**: Using the applicable checklist in the DAU Catalog, ensure mandatory DAU courses for the level requested are documented on the ACRB. (Acquisition Career Managers, who act as Reviewing Officials, will attach a Certification Check List of mandatory standards to the Certification package prior to forwarding to Certifying Officials.)

(1) Ensure all mandatory DAU courses for the Level being sought are reflected in this section. (Due to limited space, active duty military may attach Certificates to verify completion of mandatory courses in lieu of documentation on the ORB.)

(2) Appendix A, DAU Course Index, defines current DAU courses and their predecessor course titles. Predecessor courses are considered equivalent when crediting course completion.

(3) Appendix F, DoD School Equivalencies, of the DAU Catalog provides a summary of equivalent courses at consortium and other DoD schools. Equivalent courses may be credited in lieu of the mandatory DAU course **only during the dates indicated on the summary sheet.**

c. **Section VII, Education**: This section contains the academic degrees possessed by the individual and an "Acquisition Corps Qualifications – Credit Hours" section for the 12-24 hours in a business discipline. The ORB does not include the "Acquisition Corps Qualification – Credit Hours" section; therefore, if the ACF standard requires 24 semester hours in a business discipline, academic transcripts or equivalency examination certificates may be required to verify completion.

(1) See Section C of the DAU Catalog for educational requirements for the career field and level being sought.

(2) In an ACF (e.g., Contracting) where 24 semester hours from among business disciplines (accounting, law, business finance, contract, purchasing, economics, industrial management, marketing, quantitative methods, organization and management) is an option to a Baccalaureate Degree in any discipline, the following rule applies to the quantitative methods category: Pure mathematics courses such as calculus and differential equations would not meet the intent and should not be counted toward credit in "quantitative methods." Applicable courses are those in mathematics applied to business and management such as statistics, operations research, and mathematics normally taught in schools of business or management.

(3) Credit may be given for any combination of course work taken at regionally accredited institutions and by examinations. An academic transcript

for course work or a certificate of completion for examinations document the credit received.

(4) The education standards do not apply to any employee who, on October 1, 1991, had at least ten years of experience in acquisition positions.

d. **Section IX, Assignment History:** Experience duration standards vary slightly among the ACFs. Each ACF requires a specified number of years direct experience for each level in the career field being sought. **Documentation of experience must be supported with a DD Form 2302-R or an Assignment History from ADRS.**

(1) The "months" column indicates the number of months served in a particular assignment. The APC (Acquisition Position Code) indicates the ACF for which the experience applies; e.g., "A" indicates experience in ACF Program Management. Referring to the applicable ACF standards checklist in the DAU Catalog, determine the experience required for the level of certification sought. Using the months and the APC column, establish that the required experience has been acquired.

(2) Up to 12 months of training or education in acquisition may be counted toward fulfilling the experience certification standard.

(3) Experience may be evaluated independent of the APC on the ACRB or the Duty Military Occupation Specialty (DMOS) on the ORB. This will allow for dual credit when individuals are assigned to a position which provides experience in an acquisition field in addition to the one to which they are formally assigned on their ACRB/ORB. (Example: For two years an individual is assigned to a Program Management Position but also receives experience in Logistics. If a Certifying Official for Logistics determines that the assignment supports experience in Logistics, the individual may receive credit not only for two years in Program Management but for two years in Logistics. Dual experience does not count toward total acquisition experience requirements; i.e., using the example, only two years total would be allowed for acquisition experience.

**SPECIFIC GUIDANCE FROM ACF FCRs:** Questions on ACF guidance should be directed to the FCR. (A list of FCRs may be found on <http://dacm.sarda.army.mil/contacts>.)

a. **Program Management:** Note that experience for Level III in Program Management requires specific experience in both Program Management and in a Program Management organization; i.e., Level II requires two years of acquisition experience, one of which must be in Program Management. Level III requires four years of acquisition experience. In addition to the requirement for Level II, it

requires that the two additional years be in a program office or similar organization.

b. **Acquisition Logistics:** Acquisition Logistics must meet any of the following requirements in order to be considered for certification at Levels I, II or III.

- Performing duties as described in DoD 5000.52-M.
- Supporting an acquisition program as defined in DoD Directive 5000.1 and 5000.2.
- Performing duties as described in AR 700-127.

Level III:

- Responsible for the management and integration of functional elements in support of new or modified materiel systems, and/or oversight and resolution of ILS policy and management issues.
- Experience in "Core ILS" positions (i.e., Deputy or Assistant Program Manager for major or non-major programs, ILS Staff Officer, ILS Manager, ILS Manager providing matrix support to the PEO/PM staff, ILS Branch/Division Chief, LSA/LSAR Manager, and ILS Manager for subsystems.
- Fifty percent of time must be devoted to ILS duties and/or ILS responsibilities.

c. **Contracting:** The Director, Acquisition Procurement Policy Reform, Office of the DASA (Procurement), will certify all military personnel for the Contracting ACF.

d. **Manufacturing & Production/Quality Assurance:** None

e. **Business, Cost Estimating & Financial Management:** None

f. **Communications, Computer Systems:** None

g. **Systems Planning, RD&E:** None

h. **Test and Evaluation:** None

i. **Industrial Property Management:** None

j. **Purchasing:** None

**ACQUISITION CAREER MANAGER (ACM)/REVIEWING OFFICIAL:** The ACM, acting as the Reviewing Official, will provide the Certifying Official with the following documents:

- a. Acquisition Career Field Checklist, annotated with the Requesting Individual's name, the date, and the Reviewing Official's section completed.
- b. Copy of a signed ACRB, ORB, or ARACMIS, as appropriate.
- c. DA Form 2302 or ACRB Assignment History
- d. Certification Certificate (**A Certificate will not be included for Logistics and T&E Level III certifications. The FCR for these ACFs will sign Level III Certificates.**)

**CERTIFYING OFFICIAL SIGNATURES/DATES:** Upon review and approval of the certification package, Certifying Official returns the following documents to the ACM.

- a. Annotated Acquisition Career Field Certification Checklist
- b. Signed ACRB, ORB or ARACMIS, as appropriate.
- c. Signed Certification Certificate (except for Logistics and T&E Level III certifications, as indicated above.)

**ATTACHMENTS:**

Certification Policy

Certification Procedures

Certification Matrix



**Department of the Army**  
**Policy on Acquisition Career Field Certification**

**SUBJECT:** Army Acquisition Career Field Certification Policy

**References:** (a) DoD Directive 5000.52, "Defense Acquisition, Education and Training Program, " October 25, 1991  
(b) Title 10, United States code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement (DAWIA) of 1990  
(c) DoD 5000.52-M, "Career Development Program for Acquisition Personnel," November 1995  
(d) DoD 5000.58, "Defense Acquisition Workforce," January 14, 1992  
(e) Army Civilian Acquisition Workforce Handbook (25 October 1994); and associated Certification Record Brief (CRB) Guide (Sep 1994); Certification Decision Phase (Phase 3), 1994 Final Draft; and Army Acquisition Civilian Workforce Certification Handbook, 1994, Final Draft (5 October 1994)

**A. PURPOSE**

This document establishes policy for an individual seeking Army certification in an Acquisition Career Field (ACF). Achievement of certification is accomplished when an individual meets all the education, training, and experience standards established for an ACF. As a result of this Policy, references in e above are hereby rescinded.

**B. APPLICABILITY AND SCOPE**

This policy applies to individuals seeking Army acquisition certifications in the ACFs as outlined in the current edition of the Defense Acquisition University catalog.

**C. DEFINITIONS**

Terms used in this Policy are defined in Enclosure 1.

**D. POLICY**

1. The Deputy Director, Acquisition Career Management (DDACM) shall establish policy for achievement and documentation of acquisition certification. This policy will provide an Army-wide, common foundation of knowledge necessary to ensure that AAW personnel are fully proficient in the certification process.

2. This Policy implements DoD Instructions and Manual, as referenced, and shall be the sole regulatory authority for certification.
3. The Acquisition Career Record Brief (ACRB), the Officer Record Brief (ORB), and the Army Reserve Acquisition Corps Management Information Systems (ARACMIS) Data File are the documents of record for certification.

#### E. RESPONSIBILITIES

1. Deputy Director, Acquisition Career Management (DDACM). The DDACM has oversight and control of the certification policy and procedures. The DDACM may delegate responsibility for developing and implementing the policy and procedures to the Director, Acquisition Career Management Office (ACMO).
2. Director, Acquisition Career Management Office (ACMO).
  - a. The Director, ACMO is the delegated authority to ensure certification policy and procedures are consistently implemented Army-wide.
  - b. The ACMO Proponency Officers are responsible for the development and maintenance of the acquisition career model as well as establishing a career path for each acquisition career field.
  - c. The ACMO interfaces with the Career Program Functional Chief Representatives (FCR) to ensure currency of the certification process and standards. The ACMO shall assist the FCR in identifying senior Army Acquisition Workforce members, in their respective Career Programs, as Certifying Officials.
  - d. The ACMO will periodically provide a list of possible candidates, to serve as Certifying Officials, to the FCRs and ensure the maintenance of the lists for each ACF.
3. U.S. Total Army Personnel Command (PERSCOM).
  - a. Acquisition Career Managers (the Functional Acquisition Specialist (FAS) and the Military Assignment Officers) will provide career management guidance, consistent with the career model, to AAC individuals and Competitive Development Group (CDG) members seeking certification. As Reviewing Officials, they also conduct an independent review of AAC and CDG certification records to assess compliance with references (a), (c), and (d).

- b. The Certification Manager updates and maintains the certification data in the DACM database.
- 4. Acquisition Career Management Advocate (ACMA) and Acquisition Workforce Support Specialist (AWSS)
  - a. The ACMA is responsible for ensuring the workforce within his/her area of responsibility is knowledgeable of the certification process and the requirements for each acquisition career field certification.
  - b. The Acquisition Career Manager (AWSS) will provide career management guidance, consistent with the career model, to AAW individuals seeking certification. As Reviewing Officials, they also conduct an independent review of AAW certification records to assess compliance with references (a), (c), and (d).
- 5. Functional Chief Representative (FCR).
  - a. The FCR and/or his/her representative shall advise the ACMO of any functional changes that may affect the ACF they represent.
  - b. The FCR shall approve and maintain a list of certifying officials selected from a list of candidates provided by the ACMO.
- 6. Certifying Official.
  - a. The designated Certifying Official is responsible for approving certification requests at Levels I, II, and III or as specified by the FCR or his/her representative. The Certifying Official, either military or civilian, must be Level III certified in the same ACF as the individual requesting certification and must be approved by the FCR or his/her representative.
  - b. The Certifying Official will sign the ACRB/ORB/BRB/ARACMIS as the certifying document indicating certification approval.
- 7. Reviewing Official.
  - a. For civilians, the Acquisition Career Manager (FAS or AWSS), in the capacity of a Reviewing Official, is responsible for reviewing all back-up documentation to ensure certification requirements are met.
  - b. For active duty military, the Assignment Officer, in the capacity of a Reviewing Official, is responsible for reviewing all backup documentation. For National Guard officers, the Chief of the National Guard Acquisition Career Management Office will conduct the review. For Reserve officers, the

Chief of the Reserve Acquisition Career Management Office will conduct the review.

8. The Requesting Individual.

- a. The Requesting Individual is responsible for applying the guidelines and meeting the mandatory certification requirements set forth in reference (a), (c), and (d) and the current edition of the DAU catalog when seeking Army acquisition certification.
- b. The Requesting Individual shall be responsible for formally and accurately documenting their certification achievements.
- c. The Requesting Individual will sign the ACRB/ORB/ARACMIS.

F. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective immediately. The DDACM may issue procedures as necessary to implement this directive.

(Original Signed)

KEITH CHARLES  
Deputy Director  
Acquisition Career Management

Enclosure

## Enclosure 1

### DEFINITIONS

1. Acquisition. The conceptualization, initiation, design, development, test, contracting, production, deployment, logistic support (LS), modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in or in support of military missions.
2. Acquisition Career Managers: The individual who provides career development guidance to Acquisition Workforce members. Acquisition Career Managers were formally known as:

*Acquisition Workforce Support Specialist*. An individual, subordinate to an ACMA, located throughout areas where there are large concentrations of workforce members to assist the workforce with ACRB updates, IDP implementation and provide acquisition information and career guidance to the workforce. The AWSS will also serve as a Reviewing Official in the absence of an acquisition supervisor.

*Functional Acquisition Specialist*. Individuals assigned to PERSCOM AMB responsible for CMIF development and maintenance, implementation of the IDP and providing acquisition information and career guidance to AAC and CDG members. The FAS also serves as a Reviewing Official.

*Assignment Officer*. A military officer assigned to PERSCOM AMB serving in a capacity to assign AAC military personnel to AAC positions, act as Reviewing Official for certification back-up documentation, provide assistance on updates to the ORB and facilitate the implementation of the officer's IDP.

3. Acquisition Career Management Advocate. A senior level acquisition corps member, chartered by the DACM and/or DDACM, located throughout areas where there are large concentrations of workforce members to serve as an advocate for the Army Acquisition Corps.
4. Acquisition Career Record Brief (ACRB), Officer Record Brief (ORB). Authenticated record of an individual's education, training and acquisition assignment history.
5. Certifying Official. An individual who is Level III certified and has been identified by the FCR and his/her representative to certify individuals within a specific career field.
6. Functional Chief Representatives. The Functional Chief Representatives are representatives of the Functional Chief in the occupational area associated with their acquisition career fields. The FCR is responsible for approving the list of certifying officials in his/her career field.

7. Proponency Officer. Individual assigned to the ACOMO, responsible for developing policy and procedures for acquisition initiatives and training opportunities, responsible for the development and maintenance of the career model and establishment of a career path for each acquisition career field.
8. Requesting Individual. An individual requesting certification within an acquisition career field.
9. Reviewing Official. The Career Manager (the AWSS, the FAS, the Assignment Officer, the Chief, National Guard Acquisition Career Management Office and, Chief, Reserve Acquisition Career Management Office) responsible to conduct independent review of certification records to assess compliance with regulations, guidance and law.

DEPARTMENT OF ARMY  
ACQUISITION CAREER FIELD  
CERTIFICATION PROCEDURES

- References: (a) DoD Directive 5000.52, "Defense Acquisition, Education and Training Program," October 25, 1991  
(b) Title 10, United States code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement (DAWIA) of 1990  
(c) DoD 5000.52-M, "Career Development Program for Acquisition Personnel," November 1995  
(d) DoD 5000.58, "Defense Acquisition Workforce," January 14, 1992  
(e) Army Acquisition Career Field Certification Policy dated 30 Sep 1999

A. PURPOSE

This document establishes procedures for an individual seeking Army certification in an acquisition career field. Achievement of certification is accomplished when an individual meets all the minimum requirements (education, training, experience) established for an Acquisition Career Field (ACF).

B. SCOPE

This Army ACF certification procedure applies to all individuals that meet the requirements set forth in the References.

C. PROCESS

1. The Functional Chief Representative (FCR), with assistance from the Acquisition Career Management Office (ACMO) and the functional representative on the Army Acquisition Career Management Functional Working Group (AACM-FWG), appoints Certifying Officials for each ACF. (PERSCOM maintains the list of Certifying Officials.) The FCRs determine who will sign Certification Certificates for their respective career fields and provide the information to ACMO for dissemination to Acquisition Career Managers (ACM) and Certifying Officials. (See definitions for ACM.)
2. The Requesting Individual reviews the education, training, and experience requirements necessary to achieve the requested certification level. The certification requirements are outlined in Reference (c) and in the Defense

Acquisition University Catalog at the following website:  
<http://www.acq.osd.mil/dau/>.

3. Upon completion of all requirements necessary for certification, the Requesting Individual takes the following steps to document his/her record and achieve certification:
  - a. Collects all applicable documentation to include:
    - an Acquisition Career Record Brief (ACRB) (for civilians and National Guard); Officer Record Brief (ORB) (for active military); or Army Reserve Acquisition Corps Management Information Systems (ARACMIS) (for Army Reserve) that verify education, training and experience for the certification they are seeking, and
    - additional documentation to verify experience, as determined by the ACM; e.g., Acquisition Assignment History.
  - b. Obtains assistance from ACM, if required, to ensure all requirements for certification are met. ACM updates the ACRB, ORB or ACMIS to reflect the education, training and experience achieved by the Requesting Individual for the certification level (e.g., I, II, III) requested.
  - c. Annotates the updated document (Section X for the ACRB and ORB) with the ACF and certification level requested and signs. (For ACRB, Requesting Individual signs in designated block on bottom left-hand side of form. For ORB, Requesting Individuals signs on the bottom of the form.) Civilians obtain initials of their Supervisor. (Supervisor initials next to Requesting Individual's signature.) The Requesting Individual forwards the signed document and any necessary backup documentation to the ACM, who acts as the Reviewing Official, for review and signature.
4. After the Requesting Individual submits the documentation to the ACM, the following is accomplished.
  - a. The Reviewing Official (i.e., ACM) reviews the certification packet, signs and forwards to the appropriate Certifying Official. The ACM monitors the status of the certification packet during this process.
  - b. The ACF Certifying Official reviews the certification criteria contained within Reference (c) and current Defense Acquisition University Catalog to ensure all certification requirements have been met. The Certifying Official returns the packet with the signed documents to the submitting ACM.
  - c. The ACM disseminates the documents as follows:

For Civilians:



- Forwards the signed ACRB to the individual.
- Forwards a copy of the signed ACRB to the Certification Manager at PERSCOM for update of the DACM Database.
- Includes copy of signed ACRB in the Career Management Information File (CMIF) for Acquisition Corps, Corps Eligibles, and Career Development Group members.

For Active Duty Military:

- Forwards the original of the signed ORB to the Requesting Individual.
- Updates ORB in TAP-BD, places copy in official file, and provides copy to PERSCOM Certification Manager for update of DACM Database.

For National Guard:

- Forwards the original of the signed ACRB to the Requesting Individual.
- National Guard Career Manager sends copy of ACRB to PERSCOM Certification Manager for update of DACM Database.

For Army Reserve:

- Forwards the original of the signed ARACMIS to the Requesting Individual.
  - Army Reserve Career Manager sends copy of ARACMIS to PERSCOM Certification Manager for update of DACM Database and a copy to AR-PERSCOM, ATTN: ARPC-OPQ, for update of ARACMIS.
- d. For each individual certified, the PERSCOM Certification Manager enters the ACF, level of certification, the date of certification, and the Certifying Official in the DACM Database. (The entry updates the ACRB and the Certification Historical Record and is the authoritative source for certification.)
  - e. In the event of a disagreement between the Requesting Individual and the Certifying Official, the ACMO Proponency Officer will provide an independent review of the record and provide advice to the Certifying Official. Determination of the final disposition is the responsibility of the FCR.
  - f. The ACRB, ORB, or ARACMIS is the individual's official certification document. The individual is responsible for keeping a copy of the ACRB, ORB, or ARACMIS in his/her personal records.

## DEFINITIONS

1. Acquisition. The conceptualization, initiation, design, development, test, contracting, production, deployment, logistic support (LS), modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in or in support of military missions.
2. Acquisition Career Managers: The individual who provides career development guidance to Acquisition Workforce members. Acquisition Career Managers were formally known as:

*Acquisition Workforce Support Specialist*. An individual, subordinate to an ACMA, located throughout areas where there are large concentrations of workforce members to assist the workforce with ACRB updates, IDP implementation and dissemination of acquisition information and career guidance to the workforce. The AWSS (Career Manager) will also serve as a Reviewing Official.

*Functional Acquisition Specialist*. Individuals assigned to PERSCOM AMB responsible for Career Management Information File development and maintenance, implementation of the IDP and dissemination of acquisition information and career guidance to AAC and CDG members. The FAS (Career Manager) also serves as a Reviewing Official.

*Assignment Officer*. A military officer assigned to PERSCOM AMB serving in a capacity to assign AAC military personnel to AAC positions, act as Reviewing Official for certification back-up documentation, provide assistance on updates to the ORB and facilitate the implementation of the officer's Individual Development Plan.

*Chief, Army Reserve Acquisition Career Management Office*: The individual serving in this position acts as Reviewing Official for certification, provides assistance on updates to the ARACMIS and facilitates the implementation of the officer's Individual Development Plan.

*Chief, National Guard Acquisition Career Management Office*. The individual serving in this position assigns Guard personnel to AAC positions, acts as Reviewing Official for Certification, provides assistance on updates to the ACRB and facilitates the implementation of the officer's Individual Development Plan.

3. Acquisition Career Management Advocate. A senior level acquisition corps member, chartered by the DACM and/or DDACM, located throughout areas where

there are large concentrations of workforce members to serve as an advocate for the Army Acquisition Corps.

4. Acquisition Career Record Brief (ACRB), Officer Record Brief (ORB), Army Reserve Acquisition Corps Management Information System (ARACMIS). Authenticated record of an individual's education, training and acquisition assignment history.
5. Army Acquisition Career Management Functional Working Group (AACM-FWG). Provides a standing body to conduct working level review and analysis of issues appropriate for consideration by the Army Acquisition Career Program Board and all issues concerning the Army Acquisition Workforce, to include certification issues.
6. Certifying Official. An individual who is Level III certified and has been identified by the FCR and his/her representative to certify individuals within a specific career field.
7. Functional Chief Representatives. The Functional Chief Representatives are representatives of the Functional Chief in the occupational area associated with their acquisition career fields. The FCR is responsible for approving the list of certifying officials in his/her career field.
8. Proponency Officer. Individual assigned to the ACOMO, responsible for developing policy and procedures for acquisition initiatives and training opportunities, responsible for the development and maintenance of the career model and establishment of a career path for each acquisition career field.
9. Requesting Individual. An individual requesting certification at Levels I, II or III within an acquisition career field.
10. Reviewing Official. The Acquisition Career Manager (the AWSS, the FAS, the Assignment Officer, the Chief, National Guard Acquisition Career Management Office and, Chief, Reserve Acquisition Career Management Office) responsible for conducting an independent review of certification records to assess compliance with regulations, guidance and law.

**ACQUISITION CERTIFICATION STANDARDS  
PER DAV CATALOG FOR FY00**

Career Field	LEVEL I	LEVEL II	LEVEL III
<b>Acquisition Logistics (L):</b>			
Education	(Desired) Baccalaureate degree in a technical, scientific, or managerial field	(Desired) Baccalaureate degree in a technical, scientific, or managerial field	(Desired) Master's degree in a technical, scientific, or managerial field
Experience	One year of acquisition experience	Two years of acquisition logistics experience. (Desired) An additional two years of acquisition logistics experience	Four years of acquisition logistics experience. (Desired) An additional four years of acquisition logistics experience
Training	ACQ 101 LOG 101	ACQ 201, LOG 201, LOG 203 and either LOG 204, or LOG 205 (Desired) SYS 201	LOG 304

<b>Auditing (U):</b>			
Education	Baccalaureate degree in Accounting <u>or</u> baccalaureate in related field, such as business administration or finance, which included 24 semester hours in accounting <u>or</u> at least 4 years experience in accounting <u>or</u> equivalent combination of accounting experience, college education and training	Below GS-9. Same as Level I. Entry at GS-9. Same as Level I and one of: Master's degree or equivalent <u>or</u> 2 full years of graduate education. (Desired) Beginning graduate studies in accounting, business administration, management, or a related field. (Desired) Professional certification (CPA, CMA, CIA, CISA)	Complete Level II requirements. (Desired) Master's degree in accounting, business administration, management, or a related field
Experience	Meet OPM qualification standards for entry into this series <u>or</u> baccalaureate degree with 24 semester hours in accounting. (Desired) Accounting/auditing work in industry or public accounting	Auditing experience of increasing complexity and responsibility. (Desired) Experience performing increasingly complex audits for normal progression and with increasing independence	Meet all Level I/II requirement qualification standards from OPM Qualification Standards Handbook. Supervisory auditors must also meet additional OPM qualifications. (Desired) Assignments in a variety of organizational settings.
Training	AUD 1130. (Desired) AUD 6115	AUD1320, <u>or</u> AUD 4120, <u>or</u> AUD 4230 (Desired) AUD 1430, AUD 1560, AUD 5632, AUD 5650, AUD 5720, AUD 6220, AUD 6240	AUD 8560. (Desired) AUD 1275 or AUD 4030 or AUD 5640 or CON 301

**ACQUISITION CERTIFICATION STANDARDS  
PER DAU CATALOG FOR FY00**

<b>Business, Cost Estimating &amp; Financial Management (K):</b>			
<b>Education</b>	(Desired) Baccalaureate Degree	(Desired) Baccalaureate Degree	(Desired) Baccalaureate degree with 24 semester hours in accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management. (Desired) Master's Degree
<b>Experience</b>	One year of acquisition experience in business, cost estimating, or financial management	Two years of acquisition experience in business, cost estimating, or financial management. (Desired) An additional two years of experience in business, cost estimating, and financial management.	Four years of acquisition experience in business, cost estimating, or financial management. (Desired) An additional four years of acquisition experience in business, cost estimating, or financial management.
<b>Training</b>	ACQ 101 and two of the following: BCF 101, BCF 102, or BCF 103	ACQ 201, BCF 205 and BCF 101 or BCF 102, or BCF 103 (not taken for Level I) and BCF 203 or BCF 204 or BCF 211	BCF 301

<b>Communications - Computer Systems - R:</b>			
<b>Education</b>	(Desired) Baccalaureate degree, preferably with a major in computer science, management of AIS, business administration, or a related field	(Desired) Master's degree, preferably with a major in computer science, management of AIS, business administration, or a related field	(Desired) Master's degree, preferably with a major in computer science, management of AIS, business administration, or a related field
<b>Experience</b>	One year of acquisition experience in communications-computer systems	Two years of acquisition experience, at least one year of this experience must be in communications/computer systems (Desired) An additional two years of communication/computer systems acquisition experience, preferably in a program office or similar organization	Four years of communications/computer acquisition experience, of which at least two years must be in program office or similar organization (Desired) Four additional years of communications and/or computer systems acquisition experience
<b>Training</b>	ACQ 101, IRM 101	ACQ 201, IRM 201	IRM 303 (Desired) PM/T 302

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<b>Contracting - C:</b>			
<b>Education</b>	Baccalaureate degree <u>or</u> 24 semester hours in accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management <u>or</u> at least 10 years of acquisition experience (as of 1 Oct 91)	Baccalaureate <u>or</u> 24 semester hours in accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management <u>or</u> at least 10 years of acquisition experience as of 1 Oct 91 (Desired) Graduate studies in business administration or procurement	Baccalaureate <u>or</u> 24 semester hours in accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management <u>or</u> at least 10 years of acquisition experience as of 1 Oct 91. (Desired) Master's degree in Business Administration or Procurement
<b>Experience</b>	One year of contracting experience	Two years of contracting experience (Desired) An additional two years of contracting experience	Four years of contracting experience (Desired) An additional four years of contracting experience
<b>Training</b>	CON 101, CON 104	CON 202, CON 204, CON 210	CON 301, CON 333


<b>Industrial/Contract Property Management (D):</b>			
<b>Education</b>	Baccalaureate Degree <u>or</u> 24 semester hours among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management	(Desired) Have one of: Baccalaureate Degree <u>or</u> 24 semester hours among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and	Baccalaureate Degree <u>or</u> 24 semester hours among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management

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		management	
Experience	One year of experience in acquisition	Two years of experience in an industrial property management acquisition position. (Desired) An additional 2 years of experience in an industrial property management acquisition position	Four years of experience in industrial property management acquisition positions of increasing responsibility and complexity. (Desired) Four additional years of experience in industrial property management acquisition positions
Training	IND 101, IND 102, IND 103, CON 101	IND 201, IND 202, CON 210, CON 202	CON 301, CON 333, IND 202

Manufacturing, Production and Quality Assurance (G) (H):			
Education	No mandatory education requirements	(Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, quality assurance, or related field. (Desired) Master's degree in business, production management, engineering, or	(Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, quality assurance, or related field. (Desired) Master's degree in business, production management, engineering, or a

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		a related field.	related field
Experience	One year of acquisition experience in engineering, manufacturing, production and quality assurance. (Desired) Four cumulative weeks rotational assignments at a contractor and/or government industrial facility to include experience in quality, manufacturing, engineering, and contracting.	Two years of acquisition experience in engineering, manufacturing, production and quality assurance. (Desired ) Four cumulative weeks rotational assignments at a contractor and/or government industrial facility to include experience in quality, manufacturing, engineering, and contracting. (if not completed at Level I). (Desired) Two additional years of experience in manufacturing, production, or quality assurance	Four years of acquisition experience in engineering, manufacturing, production and quality assurance. (Desired) Four additional years of experience in manufacturing, production, or quality assurance.
Training	ACQ 101, PQM 101	ACQ 201, PQM 201	PQM 301 (Desired) One advanced seminar in current acquisition management issues.

<b>Program Management (A):</b>			
Education	(Desired) Baccalaureate degree preferably with a major in engineering, systems management, or business administration	(Desired) Master's degree, preferably with a major in engineering, systems management, business administration, or a related field	(Desired) One of: 24 semester credit hours from among: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management or 24 semester hours in the individual's career field plus 12 semester hours in the disciplines listed above, or pass DANTES/CLEP equivalency exams for



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			the above. (Desired) Master's degree in engineering, systems acquisition management, business administration, or a related field
Experience	One year of program management experience	Two years of acquisition experience, at least one year must be in program management. (Desired) An additional two years of acquisition experience, preferably in a systems program office or similar organization	Four years of acquisition experience, at least two years must be in a program office or similar organization. (Desired) Two additional years of acquisition experience
Training	ACQ 101 (Desired) ACQ 201 and another DAU Level 100 course in another functional area	ACQ 201. (Desired) One DAU Level 200 course in another functional area and Intermediate level management and leadership training	PMT 302 * Have 18 months after assignment to a new or different Level III position to meet this standard for certification

<b>Purchasing (E):</b>			
Education	(Desired) Sixteen semester hours of undergraduate work with emphasis in business	(Desired) Thirty-two semester hours of undergraduate work, with an emphasis in business	(Desired) Sixty-four semesters hours of undergraduate work, with emphasis in business
Experience	One year of experience in purchasing	Two years of experience in purchasing	Three years of experience in purchasing
Training	CON 101	CON 202	None

<b>Systems Planning, Research, Development &amp; Engineering (S):</b>			
Education	Baccalaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, math or related field <u>or</u> 10 years of acquisition experience in SPRDE (as of 1 Oct 91)	Baccalaureate degree in engineering, physics, chemistry, math or related field <u>or</u> 10 years of acquisition experience in SPRDE (as of 1 Oct 91) (Desired) Master's degree in engineering, physics, chemistry, mathematics, operations research, management or related field.	Baccalaureate in engineering, physics, chemistry, math or related field <u>or</u> 10 years of acquisition experience in SPRDE (as of 1 Oct 91) (Desired) Advanced degree in engineering, physics, chemistry, mathematics, operations research, management, or related field

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		(Desired) Nine semester hours from among: accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management.	(Desired) 12 semester hours from among: accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management.
Experience	One year of acquisition experience in science or engineering	Two years of acquisition experience in science or engineering. (Desired) An additional two years of acquisition experience in science or engineering.	Four years of acquisition experience in science or engineering. (Desired) Four additional years of experience in acquisition positions of increasing responsibility and complexity.
Training	ACQ 101	ACQ 201, SYS 201 (Desired) A DAU Level 100/200 course in acquisition logistics, program management, quality assurance, communications/computer systems, manufacturing and production, test and evaluation, or systems planning, research, development, and engineering.	SYS 301 (Desired) Any mandatory DAU level 200 or 300 course in acquisition logistics, program management, quality assurance; communications-computer systems; manufacturing and production; test and evaluation; or systems planning, research, development and engineering

<b>Test &amp; Evaluation (T):</b>			
Education	Baccalaureate degree with 24 semester hours in physical science, mathematics, chemistry, engineering, physics, operations research or related field <u>or</u> 10 years of acquisition experience (as of 1 Oct 91)	Baccalaureate degree with 24 semester hours in physical science, mathematics, chemistry, engineering, physics, operations research or related field <u>or</u> 10 years of acquisition experience (as of 1 Oct 91) (Desired) Master's degree in one of the above fields (Desired) Two 3 CEU technical courses in a test and evaluation specialty area.	Baccalaureate degree with 24 semester hours in physical science, engineering, physics, chemistry, math, operations research or related field <u>or</u> 10 years of acquisition experience (as of 1 Oct 91) (Desired) 12 semester hours from among: accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management.

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		(Desired) Meet AAC education requirements.	(Desired) Master's degree in physical science, math, chemistry, engineering, physics, operations research, or a related field. (Desired) One additional 3CEU technical course in a T&E specialty area.
Experience	One year of acquisition experience (T&E experience or technical oriented experience is preferred)	Two years of acquisition experience, of which at least one year is T&E. (Desired) An additional 2 years of acquisition experience, one of which is T&E	Four years of acquisition experience, of which at least two years are T&E. (Desired) Four additional years of acquisition experience, of which at least two years are T&E experience.
Training	ACQ 101, TST 101	ACQ 201, TST 202	TST 301